How do I check the balance in my: **PD Fund?**
Research Fund?
Start up Fund?
Specific Purpose/Capital Project Fund?
Computer Replacement Fund?

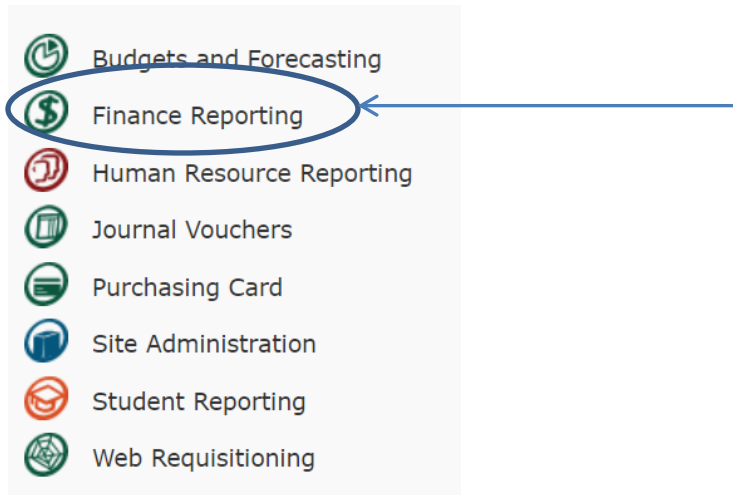**To check the balance in a fund, follow the following steps (Screen shots included below)**:

1. Select Finance Reporting from the FAST menu. (go to: https://fast.unbc.ca/FAST/DesktopDefault.aspx)

2. On the menu bar at the top left corner of the page, choose "Operating Statement report" option.

3. From the "Summary by Acct Detail" option in the drop down menu, select "Current Year".

4. Check to ensure "1 – University of Northern BC" is entered in the Chart filter box; if not use the green + button to select

5. Enter fund # in Fund filter box; (NOTE: Orgn code is not required for fund balance inquiries)

6. Ensure fiscal period is set to current month. Click arrow beside filter box and select current month from list, if needed.

7. Execute report.

8. Your available fund balance is located at the bottom of the resulting report, indicated by "Closing Fund Balance – All Orgn Codes Included".
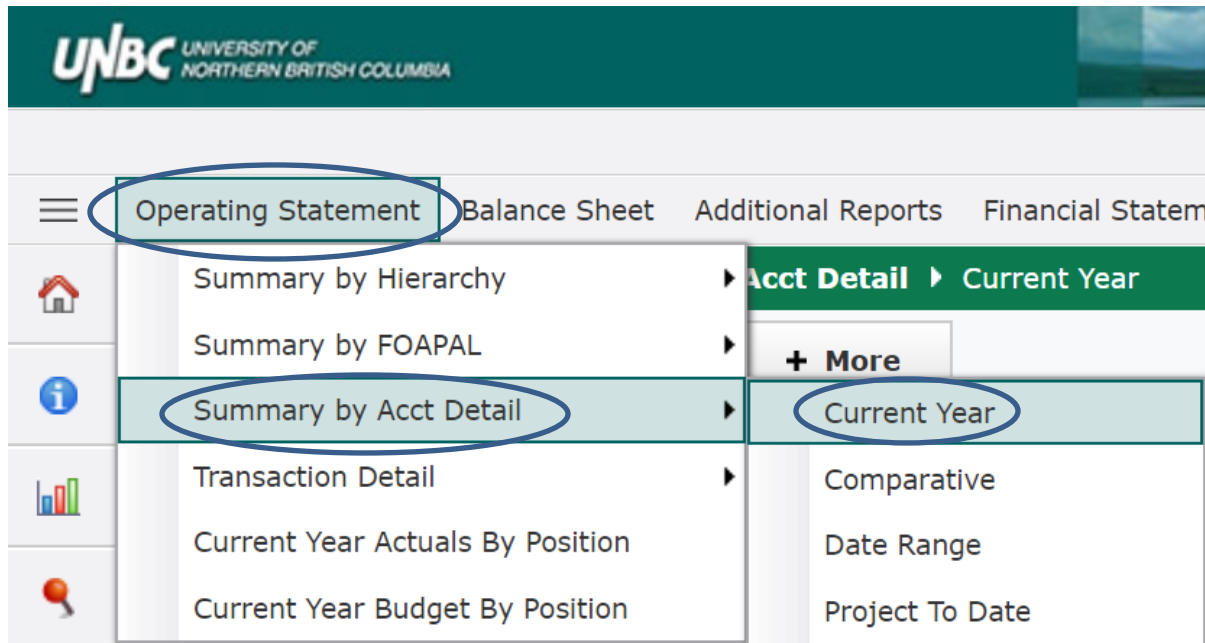
Note:

If your results indicate "There are no records available for the filters selected", this means there has been no activity in the queried fund in the current fiscal year.
Change your fiscal period back to the previous Mar-xxxx (Year End) to look at the previous fiscal year. You may need to do this several times if the fund has been dormant for a number of years.

Step 1: Click on "Finance Reporting" (at: https://fast.unbc.ca/FAST/DesktopDefault.aspx**)**

Budgets and Forecasting
Finance Reporting
Human Resource Reporting
Journal Vouchers
Purchasing Card
Site Administration
Student Reporting
Web Requisitioning

Steps 2 & 3: Click on Operating Statement, place cursor on Summary by Acct Detail, and click on Current Year.

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

| Operating Statement | Balance Sheet | Additional Reports | Financial Statem |

Summary by Hierarchy ▶ **Acct Detail** ▶ Current Year
Summary by FOAPAL ▶
Summary by Acct Detail ▶ Current Year
Transaction Detail ▶ Comparative
Current Year Actuals By Position Date Range
Current Year Budget By Position Project To Date

+ More

Steps 4 to 7: **If you do not know your fund #, you can find it by clicking on the magnifying glass icon below the Fund filter box and choosing the correct one from the list that appears. Click on the green arrow after selecting the correct fund code.**

Finance Reporting ▸ **Summary by Acct Detail** ▸ Current Year   *(Data as of*

🔍 Filter Options   ❓ Help   ➕ More

Chart
1 - University of Northern

Index

Fund
30248

Orgn

Acct

Prog

Actv

Locn

Fiscal Period
Mar-2013 (Year End)

Fund Fin. Manager

Orgn Fin. Manager

(4) If "1 – University of Northern BC" is not showing in this box click green "+" to select

Acct Type

Suppress $0 Lines

(5) Enter fund # here and press Enter or click green "+"; use magnifying glass to find your fund if needed

(6) Click on this magnifying glass to select a different period from the list (if needed) then double-click on the desired period

(7) Click this button.

Clear Filter Options   ⚡ Execute Report

Step 8: Closing Fund Balance = current fund balance, as at the Fiscal Period selected in step 6.

🔍 Filter Options	📄 Report Results	❓ Help	➕ More

Current Year ▾   **Period** Mar-2013 (Year End) ▾

Chart = 1 | Fund = 30248

⚙️ 📊

Acct	Title	Mar-2013 Month Actual	Mar-2013 YTD Actual	O/S Commitments	YTD Total Activity	Annual Budget	Budget Available	Budget Fav/Unfav
	Opening Fund Balance - All Orgn Codes Included				39,773			
TRANSFERS								
9103	Transfer to Specific Purpose	0	470	0	470	0	-470	U
9107	Transfer to Carryforward	0	39,302	0	39,302	0	-39,302	U
	Subtotal	0	39,773	0	39,773	0	-39,773	0% U
	Total Transfers	0	39,773	0	39,773	0	-39,773	0% U
	Total All Expenses	0	39,773	0	39,773	0	-39,773	0% U
	Total Revenues Less Expenses and Transfers	0	-39,773	0	-39,773	0	-39,773	0% U
	Closing Fund Balance - All Orgn Codes Included				0			

This is where you will see your available fund balance.